



NATIONAL INNOVATION FOUNDATION – INDIA

TENDER DOCUMENT

For

Printing Work of NIF-India

Cost of the Tender - Rs.1,000/-

Estimated Value of Tender - Rs.1,00,00,000/-

Date of Tender Issue	: 04/05/2018 at 12:00 hrs
Last date of Tender submission	: 16/05/2018 at 10:30 hrs
Opening of Technical Bids	: 16/05/2018 at 11:00 hrs

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NOTICE

**INVITATION FOR PRINTING WORK OF NIF-INDIA, GRAMBHARTI,
GANDHINAGAR**

NIF-India invites sealed tenders in Two-Bids (Technical & Financial) for PRINTING WORK OF NIF-INDIA. Interested parties may download tender document from www.nif.org.in/www.eprocure.gov.in. The complete tender should reach National Innovation Foundation-India, Grambharti, Amrapur, Gandhinagar – Mahudi Road, Gandhinagar - 382650 latest by 10:30 hrs on 16/05/2018.

Tender no: NIF/2018/ADM/006

INFORMATIONS AND INSTRUCTIONS TO THE TENDER

1.0 IMPORTANT DATES AND INFORMATION

SR. No.	FAQ	Answer
1	Cost of Tender Document	Rs. 1,000/-
2	EMD	2% of contract amount (Rs. 2,00,000/-), Demand Draft from Nationalized Bank only should be submitted in favor of National Innovation Foundation – India, payable at Ahmedabad
3	Performance Security Deposit	5% of contract amount (Rs. 5,00,000/-) by Demand Draft from Nationalized Bank only should be submitted in favor of National Innovation Foundation – India. (Applicable for successful bidder only)
4	Address and place of Submission of Tender	National Innovation Foundation-India, Grambharti, Amrapur, Gandhinagar – Mahudi Road, Gandhinagar – 382650
5	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person
6	Venue of opening tender	National Innovation Foundation-India, Grambharti, Amrapur, Gandhinagar – Mahudi Road, Gandhinagar – 382650
7	Last date of submission	16/05/2018
8	Work Completion Period for Printing	15 Days from receipt of Work Order
9	Delivery Address of Printing Materials	Printer will have to make arrangement for delivering materials at National Innovation Foundation-India, Grambharti, Amrapur, Gandhinagar – Mahudi Road, Gandhinagar – 382650, Gujarat

2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR SUBMISSION OF TENDER

For the purposes of this Tender Document, the National Innovation Foundation – India, Grambharti Amrapur, Gandhinagar – Mahudi Road, Gandhinagar – 382650 shall be referred to as ‘**NIF**’ and the intending, participating and successful bidders to this Tender Document shall be referred to as ‘**BIDDER/CONTRACTOR**’

The tender document may also be downloaded from our web site www.nif.org.in/www.eprocure.gov.in. The Bidder who had downloaded the tender document should submit separate DD from nationalized bank only for the application fee of Rs.1,000/- along with the tender document; else tender document for the bid will not be accepted.

2.1 INSTRUCTIONS

- 2.1.1 The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.
- 2.1.2 The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of NIF to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
- 2.1.3 The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfil his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.

- 2.1.4 The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non – responsive.
- 2.1.5 The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications during the pre-bid meeting. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- 2.1.6 The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender ('NIT') and bids submitted thereafter shall not be accepted and considered.
- 2.1.7 The tender documents shall not be transferable.
- 2.1.8 Conditional offers shall be rejected at the outset.
- 2.1.9 A particular Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership, LLP, joint venture or the like.
- 2.1.10 NIF reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, updates will be made only on NIF website (www.nif.org.in/tenders), NIF may use in its discretion extend the deadline for submission of bids in

order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.

2.1.11 The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre award discussion with the successful Bidder, technical and other presentations, etc. and NIF shall not be liable in any manner for the same.

2.1.12 In the event that the successful Bidder is a joint venture formed of two or more companies, then each such company or entity shall be jointly and severally liable for all the obligations envisaged under the tender documents and this shall be primary condition of such joint venture arrangements.

2.1.13 The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

2.1.14 NIF reserves the right to qualify/disqualify any applicant without assigning any reason.

2.2 EARNEST MONEY & TENDER FEE

2.2.1 Bidder shall deposit a tender fee of Rs. 1,000 (Rupees One Thousand Only) which amount shall be non-refundable and amount as earnest money deposit ('EMD') at the rate of 2% of the annual contract amount along with the bid. The EMD and tender fee shall be in the form of Demand Draft from Nationalized Bank only in favor of National Innovation Foundation-India payable at Ahmedabad.

2.2.2 The earnest money deposited along with the bid documents for the present tender shall be in respect of the present tender document only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting

any outstanding bill amount with the earnest money payable with the bid documents.

2.2.3 The EMD of the successful Bidder will be returned after the Bidder provides a Security Deposit as required.

2.2.4 The EMD paid in the form of demand draft will be refunded by means of account payee cheque or return of the same DD to the unsuccessful Bidder within a month's time of the allocation of tender and after acceptance by the prospective bidder.

2.2.5 Any bid not accompanied with EMD and Tender fee or if the same are found to fall short, the bid will be rejected. Tender fees and EMD should be submitted in physical form directly to NIF.

2.2.6 No interest shall be payable on EMD.

2.2.7 The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or (ii) withdraws his tender before the validity date of the tender (iii) if any malpractice is found during opening of the tender or in the process.

2.3 MODE OF SUBMISSION OF BID

2.3.1 The sealed bidding documents should be delivered in the Administration Section of NIF on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "**Technical Bid**" and "**Financial Bid**" and both these two envelopes must be placed in a third envelope super-scribing "Tender for printing work of NIF-India". This third envelope should be **sealed (glued along with tapped)**. Stapled or open tender will be forfeited. The envelope has to be delivered to: "The Director / Chief Innovation Officer, National Innovation

Foundation – India, Grambharti, Amrapur, Gandhinagar – Mahudi Road, Gandhinagar – 382650, Gujarat.”

2.3.2 The rates and amounts offered by the Bidder shall be quoted clearly written in figures and in words in Indian Currency (INR) only. The words shall be written clearly in English and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by Bidder the interpretation by NIF shall be final and binding on the Bidder. If any ambiguities are observed in the rates and amount given in words and figures then the rate quoted in words shall be taken as correct.

2.3.4 Bidders sending their bids through courier/ by Speed post/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.

2.4 METHOD OF TENDERING SIGNATURE

2.4.1 The Bidder shall ensure that the bid document submitted by it shall contain the name, residence and place of business of the person or persons making the Bid and must be signed and sealed by the Bidder with his usual signature and seal. The name of all persons signing should also be typed or printed below the signature on each page.

2.4.2 Each page of the Tender documents must be stamped and signed by the person or authorised persons of the Bidder entity who are submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of NIF. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**

- 2.4.3 A copy of the authorization letter/power of attorney/board resolution for the purposes of signing and submitting the present tender documents shall be attached with the tender documents.
- 2.4.4 The Bidder's name stated on the proposal shall be the exact legal name of the firm.
- 2.4.5 Erasures or other changes in the Bid Documents shall be initialled by the person signing the Bid.
- 2.4.6 Bids not conforming to the above requirements of signing may be disqualified.

2.5 MODIFICATIONS & WITHDRAWAL OF BID

- 2.5.1 The Bidder shall not be entitled to withdraw or modify the offer and rates quoted by him/it once the same have been duly submitted.
- 2.5.2 The above shall however not affect any modifications or withdrawals made by the Bidder in pursuance of any clarification issued by NIF or any modification or amendment made by NIF in respect of the tender documents and the contract terms and obligations to be performed. In such event, the Bidder shall ensure that the revised bid be submitted within the prescribed deadlines or any permitted extensions thereof. Any bid not submitted within such time frames shall be rejected.
- 2.5.3 In the event any Bidder withdraws his bid during the validity period of the bid or fails to comply with the aforementioned conditions, then the EMD paid by such Bidder shall be forfeited.

2.6 EFFECT & VALIDITY OF BID

- 2.6.1 The Bid offer shall be kept valid and shall have the validity period of ninety days from the date of opening of the tenders for acceptance thereof by NIF.
- 2.6.2 In case any bidder quotes a lower validity period than that called for above, his offer shall be rejected.
- 2.6.3 The submission of any Bid connected with these documents and specifications shall constitute an agreement that the Bidder shall have no cause of action or claim, against the Company or NIF for rejection of his Bid. The Company shall always be at liberty to reject or accept any Bid or Bids at his sole discretion and any action will not be called into question and the Bidder shall have no claim in that regard against the Owner.

2.7 OPENING OF BID

- 2.7.1 NIF shall open the bids Technical and Financial bids on the scheduled dates of which the Bidder shall take note and the Bidder, either himself or through an authorized representative shall remain present at such opening. In the event any authorised representative of a Bidder is sent to such opening then such person shall be required to carry an authorization letter for the same on company's letterhead.
- 2.7.2 It is hereby clarified that the absence of any Bidder or his authorized representative at such opening shall not affect the legality of such opening and NIF shall be entitled to continue with such opening of bids even in the absence of the Bidders or any of them, and no claim or objection on this ground shall be entertained.

2.7.3 The Bidders and their authorised representatives participating in the opening shall be required to sign the attendance sheet.

2.8 EVALUATION & COMPARISON OF BID

2.8.1 Upon opening the Bids, NIF will examine the Bids to determine whether they are complete, whether any computational errors or any alterations have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bids are generally in order.

2.8.2 Upon evaluation of the propriety of the bid documents as submitted, the bids shall be evaluated to ascertain whether it meets the eligibility criteria as specified in the tender document.

2.8.3 The technical bids shall be evaluated based on the available documents submitted by the Bidder. In the course of its evaluation, NIF shall be entitled to ask for clarifications from the Bidders in respect of the bids submitted by them. Any clarification submitted by a bidder that is not in response to a request by NIF shall not be considered. The request for clarification and the response shall be in writing.

2.8.4 If a bidder does not provide clarifications of its bid by the date and time set by NIF, their bid may be rejected.

2.8.5 Financial bid will be opened for the qualified technical bidders.

2.9 RIGHT OF REJECTION OF TENDER

2.9.1 NIF reserves the right to accept or reject any bid or to cancel the Bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to

the affected bidder or bidders or any obligation to inform or afford reasons to the affected bidder or bidders regarding the same.

2.9.2 Any Tender without EMD and Tender fee will be treated as non-responsive and shall be rejected at the outset itself.

2.9.3 NIF reserves the right to split the scope & quantity to more than one agency among the Bidders.

2.9.4 NIF reserves the right to disqualify any bidder if such bidder quotes any abnormally high or low rates in the bid document/price bid and prohibit such Bidder from future participation in any bid with NIF.

2.10 AWARD OF CONTRACT

I. Stage One

At this stage, each bidder will have a technical score T (out of 100) (Table 1).

SN	Table-1 presentation	Max Score
A	Prior experience in executing similar projects. a) Experience (in years) b) Number of similar printing jobs executed c) Working with/for various departments Government of India/State Government.	30
B	Credibility of the agency, feedback, recognition, awards etc.(Copies of similar work orders)	30
C	Assessment of scope, List of Machineries with agency, sample copies of similar jobs executed. (Physical copies to be shown for reference)	40
	Total	100

Upto five bidders will be shortlisted based on the score (T) for financial bid.

II. Stage Two

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 60 (T): 40 (F).

Financial Score (F)	(Lowest price quote/Price quote of the bidder)*100
Cumulative score (C)	{60 *(T) + 40* (F)}/100

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

2.10.1 The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier, fax or registered mail. Such successful Bidder shall be required to tender his/its acceptance within three days from the date of receipt of such Letter of Intent or Letter of Award/Work Order as the case may be, failing which the same shall stand cancelled and the EMD shall be forfeited.

2.10.2 Further, the successful bidder shall pay an amount of 5% of Contract amount towards Performance Security which will be adjusted with the EMD.

2.10.3 After the successful Bidder has accepted the Letter of Intent or Letter of Award/Work Order, the successful Bidder shall be required to enter into a written contract with NIF within a period of three days from the date of such acceptance. The contract shall be as per the terms and conditions mentioned herein and it shall be drafted

by NIF and its Advocates & Solicitors. Upon such contract document being executed, the contract shall be deemed to have been awarded and the tender process finalized. If the successful bidder does not come to execute the contract or to accept the LOI, then would go to L2, and depending on the same the EMD amount will not be returned.

3.0 MINIMUM ELIGIBILITY CONDITIONS

- 3.1 The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. **(A Proof in support of the following criterion by the Bidder shall be submitted).**
- 3.2 Pre-Press Equipment's: Sufficient DTP Terminals with Designing / Page-Making facilities, high resolution Scanners along with Laser Printers / Colour Epson Printer.
- 3.3 Arrangement of CTP Unit for Plate-Making.
- 3.4 Offset printing machines: One Four-colour machine in minimum size of 20" X 30" or above with CTP Thermal or Violet Unit. The machine should not be older than 4 to 5 years and in working condition with color management using densitometer.
- 3.5 Agency should have binding and automatic paper cutting machines.
- 3.6 Power Back-up: Should have sufficient power back-up to run the machines in the event of power failures.
- 3.7 The printer should be registered with PAN, GST etc. and have license to run the press (Photocopies of all relevant documents must be enclosed in the Technical Bids envelope).
- 3.8 Printer must have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- 3.9 Bid Security (EMD): EMD for Rs. 2,00,000/- (2% of tender value) is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "National Innovation Foundation - India" Payable at Ahmedabad.
- 3.10 The Bidder shall be either a Limited Company or a Private Limited Company registered under the Companies Act 1956/2013 or a registered partnership firm or a proprietorship. **For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice.** The Bidder should have a valid PAN issued by the Income Tax

department. Bidder shall have valid Service Tax Registration and GST Registration.

- 3.11 The agency should have minimum three years' experience in providing services consecutively in the Government departments / Public sectors (Central or State) /Private limited company at the time of submitting the tender with annual turnover of Rs 2 crores or more. Attested copies of at least two work orders during each of last three years must be enclosed in the tender document. Startups can be given relaxation/ exemption as per the norms/ rules of Government of India wherever applicable.
- 3.12 Income Tax Return of the company/firm /proprietor for the past three years should be enclosed.
- 3.13 Experience/Certificate for completion of work for past projects should be attached.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**

4.0 SPECIAL CONDITIONS OF CONTRACT

4.1 CONTRACT PERFORMANCE GUARANTEE

- 4.1.1 The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee/Security Deposit (SD) by way of a Demand Draft drawn in the name of 'National Innovation Foundation-India' payable at Ahmedabad as security for the due performance of the Contractor's obligations.
- 4.1.2 The said SD shall be equivalent to 5% of the total contract value and shall be retained by NIF during the entire Contract Period and for a further period of 12 months after the determination of the Contract Period. The same shall be returned to the Contractor after settlement of all dues.
- 4.1.3 In event the contract is terminated by NIF on account of the fault of the Contractor before the determination of the Contract Period, or the Contractor abandons the work and its obligations under the contract during the Contract Period, then the SD amount shall be forfeited by NIF.
- 4.1.4 Any delay in submission of initial SD will entitle NIF to cancel the contract.

4.2 DEPLOYMENT & MOBILISATION OF MANPOWER AND MATERIAL

- 4.2.1 The Contractor shall deploy such personnel and manpower as shall be necessary and requisite for performing the obligations of the Contractor under the contract. The Contractor shall deploy manpower suitably qualified and sufficiently numbered for the due and timely execution of the works under the contract.
- 4.2.2 At the time of deploying manpower, the Contractor shall strictly comply all the applicable labour laws /Acts norms including but not restricted to the age of the workers, women

workers and shall also ensure that a police verification and security check for all the workmen engaged at the NIF premises is done and necessary documents regarding the same shall be submitted to the NIF's authorized representative/officer-in-charge. Any default in complying with the same or any misrepresentation regarding compliance of the same shall entitle NIF to initiate appropriate civil or criminal proceedings regarding the same.

- 4.2.3 The Contractor shall not employ any person of age below 18 years and above the age of 60 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be suffering from any illness, infection and disease.
- 4.2.4 The Contractor shall issue necessary identity cards to its personnel and shall keep and maintain a complete record of all the personnel who are or who shall be assigned any work at the NIF premises in pursuance of this contract.
- 4.2.5 The Contractor shall organise the allocation and distribution of work amongst its personnel depending upon the scope of the work and shall issue specific work orders/sheets specifying the work to be performed. The Contractor shall further, supervise the due execution of such personnel.
- 4.2.6 The Contractor shall also be required to comply with the safety requirements and provide his workmen with safety equipment where necessary.
- 4.2.7 The Contractor shall appoint a supervisor who shall co-ordinate with NIF's authorised representative for daily tasks. They have to maintain daily job register and duly certified by Staff in charge. The Contractor in co-ordination with the authorised representative shall ensure the availability of

adequate manpower on a daily basis. As per the instruction of authorised representative they have to allot the work and execute the same in specified time.

- 4.2.8 During execution of the works, one or more jobs may be required to be done simultaneously and the Contractor shall mobilise additional resources accordingly.
- 4.2.9 Contractor shall indemnify NIF from any liabilities arising out of the employment of the manpower.
- 4.2.10 NIF shall have the rights to remove any deployed personnel from the duty whose conduct is found to be improper and whose presence and participation in the execution of the work under the contract is considered to be undesirable.
- 4.2.11 All materials supplied by the contractor and brought on the site, before its use and execution, it is the responsibility of contractor to get it checked up to conform to the technical specification (make, brand, technical features, quality etc) from NIF's representative for its further use for execution and installation work.
- 4.2.12 The Contractor shall obtain, maintain and utilise adequate quantity of the materials to be needed and used for the execution of the work and the Contractor shall also maintain a complete list of the materials procured for the purpose. The quantity obtained and used shall be reasonable and in consonance with the scope of work of the contract.

4.3 FINANCIAL TERMS

4.4 Payment Terms

- 4.4.1.1 Payment will be released in three parts as mentioned below:

4.4.1.1.1 Advance payment of 20% will be released along with work order.

4.4.1.1.2 Payment of another 30% will be released once the material has been certified and printing has been started as per approved materials or proofs provided.

4.4.1.1.3 Balance payment of 50% to be released within 15 days of receipt of invoice after completion of work.

4.4.1.1.4 Final amount shall be paid as per actual usage of quantity

4.4.1.2 The agency shall raise the invoice in duplicate after completion of work.

4.4.1.3 Any invoice submitted without appropriate documents shall be deemed to be incomplete and NIF shall not be liable to process and pay the amounts on the invoices so raised.

4.4.1.4 Upon receipt of the invoice complete as above, NIF shall disburse the payment to the Contractor within a period of 15 days from the receipt of such complete invoice.

4.4.1.5 The service tax/GST amount shall be shown separately on the invoice along with the applicable registration numbers.

4.4.1.6 All the payments to be made to the Contractor by NIF shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of India/RBI guidelines from time to time.

4.5 Permissible Deductions

All costs, charges, expenses, wages, statutory dues payable by the Contractor under the terms of the contract or as per the applicable laws, in respect of which he makes default in payment, shall be the liability of the Contractor. Such amounts or dues may be paid by NIF in which case NIF shall be entitled to recover the same from the Contractor by deducting the said amounts from the Contractor's invoice.

4.5.1 Other Financial Terms

- 4.5.1.1** The rates shall be final and firm for the entire Contract Period.
- 4.5.1.2** The Contractor will be required to comply with the labour laws as shall be applicable from time to time with regard to payment of statutory dues and wages including minimum wages to the labourers, supervisors, etc. as shall be engaged by the Contractor.
- 4.5.1.3** The Contractor shall not be entitled to claim any amounts towards escalation cost, idle manpower.
- 4.5.1.4** The Contractor shall be liable to bear and pay for any expenses or cost that may be required to be incurred on account of any accident caused to any of its personnel working during the Contract Period.
- 4.5.1.5** No liability is on NIF in case of any accident of workers while on duty, sole responsible is of the agency.
- 4.5.1.6** Penalty of 25% will be implemented in case the agency misses the deadline for submission of printing material or quality is not as per the given terms mentioned in tender.

5.0

GENERAL CONDITIONS OF CONTRACT

5.1 COMPLIANCE OF ALL STATUTORY OBLIGATIONS

- 5.1.1 All the personnel employed by the Contractor at the NIF premises for executing the contract for work shall be the employees of the Contractor only. The Contractor alone shall be responsible at his own cost and risk for the due compliance of all the applicable labour laws and other statutory obligations with regard to this contract.
- 5.1.2 The Contractor shall be required to have been registered and having the necessary licenses and permissions under the various labour law enactments like the Contract Labour (Regulation and Abolition) Act, 1970, Employee Compensation Act, 1923 and Employees Provident Fund and Miscellaneous Provisions Act, 1952 from the date of commencement of the work and he shall obtain and submit the copy of registration certificate, registration code number to NIF, failing which the contract is liable to be cancelled.
- 5.1.3 The Contractor shall also obtain and keep in place necessary insurance policies, mediclaim policies, group insurance schemes of adequate value to cover his workmen, supervisors, etc. with regard to any accidents, injury or the liability under the Employee Compensation Act.
- 5.1.4 The Contractor shall observe and be responsible for the compliance of all labour laws, government notifications and shall maintain necessary records for the same and shall submit the same to NIF when so required.
- 5.1.5 The Contractor shall duly maintain all records/registers required to be maintained by him under various labour laws mentioned above and shall produce the same before the concerned Statutory Authorities whenever required and called upon to do so.

5.2 WORK CERTIFICATION

- 5.2.1 The work done and executed by the Contractor shall be approved and certified by the authorised personnel of NIF in accordance with the terms and conditions of this contract and the rules and norms of NIF. The Contractor shall be required to furnish satisfactory job completion report to NIF in standard approved Performa.
- 5.2.2 If upon inspection, NIF finds that the work has not been executed and performed as per the terms and conditions hereof and is not as per expected levels of performance, then NIF shall issue a warning to the Contractor providing a defined time limit to rectify any non-performance or inadequate performance, failing which NIF shall be entitled to levy penalty at the rate of 1% of the contract value per month.

5.3 FORCE MAJEURE

The Parties hereto shall be relieved from the performance of the obligations as herein contemplated or from any penal consequences on account of non-performance which is attributable directly to force majeure conditions, which conditions are not in the power, domain or control of the Party affected. The Party seeking protection of such force majeure condition shall be required to send a notice of the existence and continuation of such conditions to the other Party and only thereupon the suspension of obligations shall follow. For this purposes hereof, force majeure conditions shall mean an event beyond the control of the Party and not foreseeable by the Party and shall include events of floods, explosions, riots, wars, hurricane, epidemics, any other Act of God, quarantine restrictions, terrorism, government actions and provided always that such acts result in the impossibility of the further performance of the contract.

5.4 INTERPRETATION

In case of any dispute with regard to the interpretation of any of the provisions of this document or to the due performance in accordance with the contract terms, the decision of Director, NIF will be final and binding.

5.5 ASSIGNMENT AND SUB-LETTING/SUB-CONTRACTING PROHIBITED

The Contractor shall not directly or indirectly assign or sub-let any part of the contract to any other party or agency.

5.6 TERMINATION

5.6.1 NIF may terminate the contract if any of the following events occur :

5.6.1.1 Contractor is adjudged as insolvent.

5.6.1.2 Contractor has abandoned the contract i.e. the Contractor fails to perform the obligations under the contract for a period of One month.

5.6.1.3 Contractor fails to proceed with the work with due diligence as per requirements of the contract.

5.6.1.4 Any of the licenses, permissions or registrations of the Contractor as required under the applicable laws are discontinued/ cancelled or not renewed in time.

5.6.1.5 Contractor has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily

5.6.1.6 The Contractor is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein.

5.6.1.7 The Contractor commits a breach of the contractual terms and conditions.

5.6.1.8 In the opinion of NIF, it is desirable to discontinue with the performance of the contract with the Contractor.

5.6.2 NIF shall give the Contractor a three days' notice period to rectify the breach, failing which the contract shall stand terminated on the last date of the notice period without requiring any further notice from NIF in that behalf.

5.6.3 Upon such termination, the outstanding dues of the Contractor shall be settled subject to the amounts recoverable by NIF under the contract from the Contractor.

5.6.4 The SD amount shall be forfeited if the contract is terminated by NIF on account of the above.

5.7 INDEMNITY

The Contractor shall indemnify and keep harmless NIF from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by NIF which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.

5.8 AMENDMENT

No amendment or modification or waiver of any provision of these presents, nor consent to any departure from the performance of any obligations contained herein, by any of the Parties hereto, shall in any event be valid and effective unless the same is in writing and signed by the Parties or their duly authorized representative especially empowered in this behalf and the same shall be effective only in respect of the specific instance and for the specific purpose for which it is given.

5.9 SETTLEMENT OF DISPUTES

- 5.9.1 Any disputes or difference between parties arising out of the contract to the extent possible shall be settled amicably between the parties.
- 5.9.2 If amicable settlement cannot be reached all the disputed issues shall be resolved by Director NIF and his decision shall be final.

5.10 GOVERNING LAW & JURISDICTION

This contract shall be governed by the Laws of India and the Courts at Ahmedabad shall have exclusive jurisdiction to try and disputes arising hereunder.

6.0 QUANTIFIED WORK OF PRINTING

The description of scope of work/job/work to be done is as mentioned below. Interested agencies are advised to check paper samples and visit our office during office hours between 11.00hrs to 17.30hrs on all working days except Sunday and holidays and shall take note of the actual work to be carried out.

Sr. No	Description of Items	Quantity Required	
		Language	Total Quantity
1.	Small Booklet - A5 Size, Title & Back Page 300 GSM (Matt Finish) – 4 Pages , Inner Page – 210 GSM (Matt Finish) – 16 Pages, (Color Print) (Perfect Binding to be done with Stapled pin) Total 20 pages of book to be considered (including front and back) Paper to be used: Cover pages (Title & Back) – 300 GSM Sinar Art Paper – Make Bilt (Ballarpur Industries) Inner pages – 210 GSM Sinar Art Paper – Make Bilt (Ballarpur Industries)	Hindi	3,23,500
		English	1,78,000
		Gujarati	36,500
		Kannada	38,000
		Marathi	31,500
		Telugu	42,000
		Oriya	27,500
		Bengali	17,000
		Assamese	16,000
		Tamil	12,500
		Punjabi	12,000
		Urdu	5,500
		Total	7,40,000
2.	Poster – A2 size, 130 GSM (Glossy Paper), Single Side, Multi Color Print Paper to be used: 130 GSM Sinar Art Paper – Bilt (Ballarpur Industries)	Hindi	3,23,500
		English	1,78,000
		Gujarati	36,500
		Kannada	38,000
		Marathi	31,500
		Telugu	42,000
		Oriya	27,500
		Bengali	17,000
		Assamese	16,000
		Tamil	12,500
		Punjabi	12,000
		Urdu	5,500
		Total	7,40,000
3.	Envelope - A4 size, 80 GSM (Normal White Paper), Single Side, Color Print Paper to be used: 80 GSM White Maplitho Paper – Bilt (Ballarpur Industries)		7,40,000

4.	Letter Head-A4 Size, 80 GSM (Normal Color Paper) Single side color print Paper to be used: 80 GSM White Maplitho Paper - Bilt (Ballarpur Industries)		7,00,000
5.	Sticker - Size - 4 (width) x 3 (Height) inch Sticker to be used: Avery, Chromo Sticker		7,00,000

Note:

- **The quantity mentioned are approximate and will be billed as per actual quantity used**
- **Work to be completed in 15 days from receipt of work order**
- **Submission of Digital Dummy or sample proofs within 2 working days after receipt of input materials**

ANNEXURE I:

TECHNICAL BID SUBMISSION FORM

Dated

**Letter of Bidder
(To be printed on Bidder's letterhead)**

To,
Director / Chief Innovation Officer,
National Innovation Foundation – India,
Grambharti, Amrapur,
Gandhinagar – Mahudi Road,
Gandhinagar - 382650

Ref: Invitation for Bid in respect of Tender Notice dated.....

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for “Tender for Printing Work” of NIF-India.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security of 5% of the annual contract value in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body/State Governments/PSU has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that NIF is not bound to accept highest ranked bid / lowest bid or any other bid that NIF may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

Date :

Place:

Stamp:

ANNEXURE II:

CONTACT DETAILS FORM
General Details of Bidder

Name of the Company

**Name and Designation of
Authorised Signatory**

Communication Address
.....

Phone No. / Mobile No.

Fax

E-Mail ID.

S.T. REGN. NO.

PAN NO.

Particular Details of the Bidders Representative'

Name of the Contact Person

Designation

Phone No.

Mobile No.

E-Mail ID.

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the NIF to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the housekeeping services as per the provisions in the tender document/contract agreement.

**Signature of the Authorised
Signatory**

Date:

Place:

Designation:

(Office seal of the Bidder)

**ANNEXURE III:
TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

Sl. No.	Particulars	***
1	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	PAN/TAN/GST Registration Certificate	Copies shall be enclosed
3	Establishment/Registration of Shop Certificate	Copies shall be enclosed
4	Experience certificate from existing employer/past employer Experience certificate should be enclosed for Three years. Copies of two work orders during last three years	Copies shall be enclosed
5	Income Tax Return for the Past three years certified by CA for financial years (2014-15, 2015-16, 2016-17)	Copies shall be enclosed
6	DD for Rs. 2,00,000/- 2% of yearly contract amount in favor of "National Innovation Foundation - India" payable at Ahmedabad.	
7	All the bid documents to be duly signed with seal. However, the Financial Bid will be opened later on.	If signature & stamp is found missing, the tenderer shall communicate on the same for acceptance.

Date:

Place:

(Name and Signature of Tenderer with stamp of the firm)

ANNEXURE IV:
FINANCIAL BID DOCUMENT

The agency willing to provide printing services shall undertake the works quantified in tender and quote rates in figures as well as in words.

Sr. No	Description of Items	Quantity Required		Amount
		Language	Total Quantity	
1.	Small Booklet - A5 Size, Title & Back Page 300 GSM (Matt Finish) – 4 Pages , Inner Page – 210 GSM (Matt) – 16 Pages, (Color Print) (Perfect Binding to be done with Stapled pin) Total 20 pages of book to be considered (including front and back) Paper to be used: Cover pages (Title and Back) – 300 GSM Sinar Art Paper – Make Bilt (Ballarpur Industries) Inner pages – 210 GSM Sinar Art Paper – Make Bilt (Ballarpur Industries)	Hindi	3,23,500	
		English	1,78,000	
		Gujarati	36,500	
		Kannada	38,000	
		Marathi	31,500	
		Telugu	42,000	
		Oriya	27,500	
		Bengali	17,000	
		Assamese	16,000	
		Tamil	12,500	
		Punjabi	12,000	
		Urdu	5,500	
			Total	7,40,000
2.	Poster – A2 size, 130 GSM (Glossy Paper), Single Side, Multi Color Print Paper to be used: 130 GSM Sinar Art Paper – Bilt (Ballarpur Industries)	Hindi	3,23,500	
		English	1,78,000	
		Gujarati	36,500	
		Kannada	38,000	
		Marathi	31,500	
		Telugu	42,000	
		Oriya	27,500	
		Bengali	17,000	
		Assamese	16,000	
		Tamil	12,500	
		Punjabi	12,000	
		Urdu	5,500	
			Total	7,40,000
3.	Envelope - A4 size, 80 GSM (Normal White Paper), Single Side, Color Print Paper to be used: 80 GSM White Maplitho Paper – Bilt (Ballarpur Industries)		7,40,000	

4.	Letter Head-A4 Size, 80 GSM (Normal Color Paper) Single side color print Paper to be used: 80 GSM White Maplitho Paper – Bilt (Ballarpur Industries)		7,00,000	
5.	Sticker - Size - 4 (width) x 3 (Height) inch Sticker to be used: Avery, Chromo Sticker		7,00,000	

Note:

- **The quantity mentioned are approximate and will be billed as per actual quantity used**
- **Kindly mention tax rate and transportation separately in sheet**

ANNEXURE V:

Check list for Technical Bid

Format for technical bid of the tender (NIF/2018/ADM/006)

Bidder's detail: _____

Sl. No.	Description of requirement	Enclosed	Enclosure No.
1	Demand Draft of Rs 1,000/- as tender fees enclosed in separate envelope along with Technical Bid	Yes/No	
2	Demand Draft of Rs 2,00,000/- as EMD from Nationalized Bank only shall be enclosed in separate envelope along with Technical Bid	Yes/No	
3	Whether the firm is registered with proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in printing services	Yes/No	
4	Declaration by the bidder that he /she has not been blacklisted by the Depts./Ministries of the Govt. of India/State Govt./PSUs	Yes/No	
5	Copies of Balance Sheet and Income Tax Return for last 3 years duly certified by CA	Yes/No	
6	Copy of Registration Certificate/Allotment Letter of PAN / TAN from Income Tax Dept.	Yes/No	
7	Copy of Registration Certificate/Allotment Letter of Service Tax / GST and VAT, document relating to TIN.	Yes/No	
8	Agency profile indicating Experience in years/ Number of similar projects executed/ Working with/for various departments of Government of India/ State Government along with supporting documents. (Copies of Work order to be attached)	Yes/No	
9	Financial Bid /quotation completed and sealed in a separate envelope	Yes/No	

Declaration of the Agency:-

This is to certify that I/We before signing this submission have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Agency with seal)

Place:

Date:

Name: